

Urgent Procurements

If you have an urgent procurement, proceed as follows:

1. Agency personnel notify AITR, or designee, of the urgent need
2. AITR, or designee, validate need for designation as urgent
3. VITA Agency Performance Manager (APM) is notified by AITR, or designee
4. APM is responsible for monitoring the procurement and advising the AITR, or designee, of the status
5. If the acquisition is not timely, AITR escalates to CAM Director or Director of VITA SMO